

## *D. Legal Services Agreement*

Appendix D contains the following documents (all pages are not numbered):

1. [Legal Services Agreement](#) .....D-3
2. [LSA Rate Schedule and Continuation Sheet](#) .....D-5
3. [LSA Amendment and Continuation Sheet](#).....D-9
4. [Sample LSA Amendment Submission](#) .....D-13
5. Background Investigation Procedure.....D-15
6. [Background Investigation Form](#) .....D-17

### **Internet Access to Forms**

1. Access the Internet and type <http://www.fdic.gov> in the Location bar at the top of the screen, and press Enter.
2. Click on the **Public Info** icon, then click on **Manuals, Directives & Policies**, and finally click on **Outside Counsel Deskbook**. Click on the Chapter, Appendix or Form you wish to access or print.

*This page is intentionally blank.*

Click on the following to access for printing:

[Legal Services Agreement](#)

*This page is intentionally blank.*

Click on the following to access for printing:

[LSA Rate Schedule](#)

*This page is intentionally blank.*

Click on the following to access for printing:

[LSA Rate Schedule Continuation Page](#)

*This page is intentionally blank.*



Click on the following to access for printing:

[LSA Amendment](#)

*This page is intentionally blank.*

Click on the following to access for printing:

[LSA Amendment Continuation Sheet](#)

*This page is intentionally blank.*

Click on the following to access for printing:

[Sample LSA Amendment Submission](#)

*This page is intentionally blank.*

# FDIC

FEDERAL DEPOSIT INSURANCE CORPORATION

---

Re: Background Investigation Form

Dear Outside Counsel:

As you are aware, under 12 C.F.R. Part 366, the FDIC has an obligation to ensure that FDIC contractors meet minimum standards of fitness and integrity and are held to the highest standards of ethical conduct in performing services for the FDIC. Pursuant to that obligation, we are providing the enclosed Background Investigation Form to you for completion.

The form is designed to elicit the information needed to conduct necessary background checks of certain individual in the firm. Each managing partner, as well as all attorneys performing work for the FDIC, must fill out a separate form. The completed background forms should be returned to the undersigned Outside Counsel Coordinator within thirty (30) days. Failure to return the completed forms in a timely manner, may result in denial or non-renewal of your firm's Legal Services Agreement ("LSA"), suspension of new referrals, and/or withdrawal of all pending matters.

For your information, LSA execution or renewal does not have to await the completion of the background checks, which are performed in Washington, D.C. However, no LSA will be executed or renewed until all required forms have been returned to the Outside Counsel Coordinator. With respect to specific matter referrals, because it is often imperative to begin work on major legal referrals as soon as practicable, work may commence on such matters before the completed forms are returned. However, please be advised that any such referral, or LSA execution or renewal is contingent on the firm's compliance with the background investigation program.

Thank you for your consideration. Any questions concerning this matter may be directed to the undersigned.

Sincerely,

[Name]  
Outside Counsel Coordinator

Enclosure

*This page is intentionally blank.*



Click on the following to access for printing:

[Background Investigation Form](#)

Click on the following to access for printing:

[Background Investigation form](#) -- continued

[TOC](#) [INTRODUCTION](#) [CHAPTER 1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [APPENDICES](#)